



Maricopa County Air Quality Department
Phone: 602-506-5102
Email: AQBusinessAssistance@maricopa.gov
Maricopa.gov/AQ

Submitting a Permit Application

How to submit an application for a new facility

Maricopa County Air Quality Department

September 2020

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Task 1: Create a Facility Creation Request

Step 1

Using Google Chrome, log in to your Shared CROMERR Services account (<https://encromerr.epa.gov>) and find the **Org** (company name) for which you will be submitting the application. Click **Visit**.

The screenshot shows the EPA SCS Dashboard. At the top, it says "EPA United States Environmental Protection Agency" and "Logged in as [user] (Log out)". Below the navigation bar, there's a "Program Services" section with a table. The table has columns: Partner, Program Service, Role, Org, and Action. The first row shows "MARICOPA" as the Partner, "IMPACT" as the Program Service, "Admin" as the Role, and "AQ Production Validation" as the Org. The "Action" column has a "Visit" button, which is highlighted with a red box. To the right of the table, there's a "Notifications" section that says "No notifications".

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT	Admin	AQ Production Validation	Visit

Showing 1 to 1 of 1 rows

Step 2

From the **Facility Selector** screen, find the facility for which you would like to create an application. Click on the **Facility ID** next to that facility, then skip ahead to Task 2 (page 5). If you do not see the facility you are looking for, select **Request creation of a new facility** and continue below.

The screenshot shows the "IMPACT Facility Selector" screen. At the top, it says "Version 11.0 | Build ID: 24.3.0" and "Welcome Stephanie Whitney". Below the navigation bar, there's an "Account Information" section with fields for Name, Company Name, CROMERR Company Id, and Access. Below that, there's a "Choose Facility" section with a table of facilities. A red arrow points to the "Facility ID" column. Below the table, there's a "Facility Creation Requests" section with a "Request creation of a new facility" button, which is highlighted with a red box.

Facility ID	Facility Name	Operating	Facility Class	Facility Type	County	Lat/Long
F006335	AQ Test	Operating	Minor	Composite Materials Manufacturing	Maricopa	33.41190/-112.07345
F006336	BA Test	Operating	Minor	Chrome Anodizing	Maricopa	33.47020/-112.07374
F006338	Test Facility 3	Operating	Minor	Crematory	Maricopa	33.49204/-112.07419
F006340	Facility 4	Operating	Minor	Polystyrene Expansion And Molding	Maricopa	33.47057/-112.07384
F006343	D&A Reconstruction, LLC	Operating	Minor	Composite Materials Manufacturing	Maricopa	33.31069/-111.97826

Printable view Export to excel

Request creation of a new facility

Show Offset Tracking Information

Step 3

A new window will pop-up with information that needs to be completed. All fields marked with an asterisk are required, including the facility's name, type, operating status, and location information.

For the information under **Facility Location**, enter the physical address and then select **Generate Location Data**. This will auto-generate the other information such as latitude, longitude, section, township, range, and county. Once all information is completed, select **Submit New Facility Request**.

Request creation of a new facility

Facility

Company Name: Maricopa County Air Quality Department

* Facility Name: New Test Facility

Facility Description:

* Facility Type: Vehicle Refinishing

* Operating Status: Operating

Facility Location

* Latitude: 33.44593055424772 * Longitude: -112.34858949207218 **Generate Location Data**

Quarter: Quarter: NE * Section: 10 * Township: 1N * Range: 1W **Generate Location Data**

* County: Maricopa * State: Arizona Indian Reservation:

Physical Address 1: 1001 N. Central Ave Physical Address 2: Suite 125

Facility's physical location address. Do not enter a PO box number. Facility's physical location address. Do not enter a PO box number.

City: Phoenix Zip: 85004

Memo

Additional Information :

In the text box above, please provide details about the new facility. If it is similar to another facility that already exists in IMPACT, please provide as many details as possible using the Facility ID and Name and the associated ADD IDs for the Emission Units, Processes, Control Equipment, and Release Points that are similar.

Submit New Facility Request Reset Cancel

Step 4

After submitting the request, you will be returned to the **Facility Selector** screen. You will see the status of the request. Once Maricopa County Air Quality Department (MCAQD) staff approve the creation of the facility, it will appear under the Choose Facility list. Please note it may take up to three business days for the facility to be approved.

Version 11.0 | Build ID: 24.3.0
Welcome Stephanie Whitney

Facility Selector | [SCS Dashboard](#)

Information

Facility Creation Request FCR000004 successfully created. The Air Quality Division will contact you regarding this request.

IMPACT Facility Selector

Account Information

Name: Stephanie Whitney **Company Name:** Maricopa County Air Quality Department
CROMERR Company Id: 144430 **Access:** Certifier

Choose Facility

To manage a facility, select its Facility ID from the following list of authorized facilities. To return to the facility selector from another page, press the Facility Selector link in the top right corner.

Facility ID	Facility Name	Operating	Facility Class	Facility Type	County	Lat/Long
F006335	AQ Test	Operating	Minor	Composite Materials Manufacturing	Maricopa	33.41190/-112.07345
F006336	BA Test	Operating	Minor	Chrome Anodizing	Maricopa	33.47020/-112.07374
F006338	Test Facility 3	Operating	Minor	Crematory	Maricopa	33.49204/-112.07419
F006340	Facility 4	Operating	Minor	Polystyrene Expansion And Molding	Maricopa	33.47057/-112.07384
F006343	D&A Reconstruction, LLC	Operating	Minor	Composite Materials Manufacturing	Maricopa	33.31069/-111.97826

[Printable view](#) [Export to excel](#)

Facility Creation Requests

Request ID	Facility Name	Requester Last Name	Requester First Name	CROMERR Username	Operating	Facility Type	County	Date Submitted	Request State
FCR000004	New Test Facility	Whitney	Stephanie	Stephanie Whitney	Operating	Vehicle Refinishing	Maricopa	10/31/2019	Pending
FCR000003	Facility 4	Whitney	Stephanie	Stephanie Whitney	Operating	Polystyrene Expansion And Molding	Maricopa	10/2/2019	Closed - Facility Created
FCR000002	Test Facility Attempt 2 for Facility Cr...	Whitney	Stephanie	Stephanie Whitney	Operating	Crematory	Maricopa	10/2/2019	Closed - No Action

[Printable view](#) [Export to excel](#)

[Request creation of a new facility](#)

[Show Offset/Tracking Information](#)

Facility Selector | [SCS Dashboard](#)

Task 2: Create a NTV/ATO Permit Application

Step 1

From the IMPACT Home page, select **Create a NTV/ATO Permit Application**.

Major sources can apply for a permit by selecting **Create a Title V Permit Application**. If you are unsure which application to select, contact MCAQD's Business Assistance Office at 602-506-5102.

The screenshot shows the IMPACT Home dashboard. At the top, there's a navigation bar with links like 'Tasks', 'Current Facility Inventory', 'Current Owner', 'Contacts', 'Applications', 'Emissions Inventories', 'Permits', 'Compliance Reports', 'Inspection Reports', 'External References', 'Spatial Data', and 'Invoices'. Below this, the 'IMPACT Home' section is visible. On the left, there's a sidebar with 'IMPACT Home' and 'IMPACT Home >'. The main content area is titled 'Facility Information' and displays details for a facility with ID F038070, including its name, type, address, and location. Below this, there's a section for 'In Progress Tasks' with a table showing task details. Further down, the 'New Tasks' section is active, showing a list of buttons for creating new tasks. The button 'Create a NTV/ATO Permit Application' is highlighted with a red box. Other buttons include 'Make a change to the Facility Inventory', 'Make a change to the Facility Inventory - clone another facility', 'Make a change to the Facility Contact(s)', 'Create an Emissions Inventory', 'Create a Compliance Report', and 'Create a Performance Test Protocol'.

A pop-up will appear, outlining MCAQD's rights and responsibilities regarding permit issuance. Review the information and select **Continue**.

Step 2

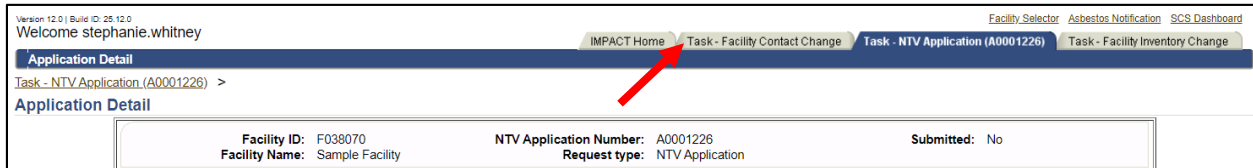
A second pop-up box will appear. If this application is for a general permit, mark the box labeled **Is this an Authority To Operate/General Permit Application**. For more information about general permits, visit maricopa.gov/2430. Select **Create**. The system will create the application and redirect you to the application screen.

The screenshot shows a pop-up box with the following text: 'Facility ID : F006336', 'Request type : NTV Application', and 'Is this an Authority To Operate/General Permit Application : ☐'. Below this, there are two buttons: 'Create' and 'Cancel'. The 'Create' button is highlighted with a red box, and a red arrow points to the checkbox.

Task 3: Verify Contact and Facility Information

Step 1

In the top right corner, you can see that three tasks have been created: **Facility Contact Change**, **NTV Application**, and **Facility Inventory Change**. Click on the **Facility Contact Change** task.



Version 12.0 | Build ID: 25.12.0
Welcome stephanie.whitney

IMPACT Home Task - Facility Contact Change Task - NTV Application (A0001226) Task - Facility Inventory Change

Application Detail

Task - NTV Application (A0001226) >

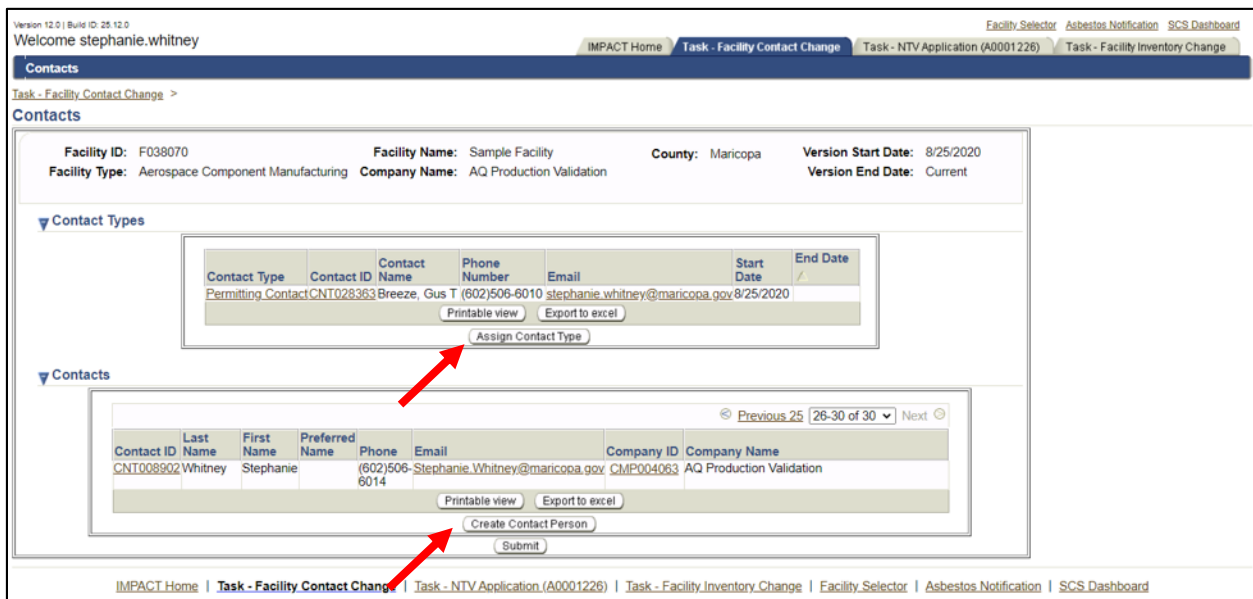
Application Detail

Facility ID: F038070	NTV Application Number: A0001226	Submitted: No
Facility Name: Sample Facility	Request type: NTV Application	

You will need to ensure all contacts are up to date. The **Contact Types** are people assigned to this particular facility, and the **Contacts** list below contains all contacts from the company. You can create a new contact person by clicking **Create Contact Person** near the bottom of the page. You can then assign these contacts to the facility by clicking the **Assign Contact Type** button. Additional directions are available at maricopa.gov/DocumentCenter/View/56271.

Click **Submit** when you are finished.

If no changes or updates are needed for the facility contacts, proceed to the next step.



Version 12.0 | Build ID: 25.12.0
Welcome stephanie.whitney

IMPACT Home Task - Facility Contact Change Task - NTV Application (A0001226) Task - Facility Inventory Change

Contacts

Task - Facility Contact Change >

Contacts

Facility ID: F038070 Facility Name: Sample Facility County: Maricopa Version Start Date: 8/25/2020
Facility Type: Aerospace Component Manufacturing Company Name: AQ Production Validation Version End Date: Current

▼ Contact Types

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Permitting Contact	CNT028363	Breeze, Gus T	(602)506-6010	stephanie.whitney@maricopa.gov	8/25/2020	

Printable view Export to excel Assign Contact Type

▼ Contacts

Previous 25 26-30 of 30 Next

Contact ID	Last Name	First Name	Preferred Name	Phone	Email	Company ID	Company Name
CNT008902	Whitney	Stephanie		(602)506-6014	Stephanie.Whitney@maricopa.gov	CMP004063	AQ Production Validation

Printable view Export to excel Create Contact Person Submit

IMPACT Home Task - Facility Contact Change Task - NTV Application (A0001226) Task - Facility Inventory Change Facility Selector Asbestos Notification SCS Dashboard

Step 2

Click the tab for the **Facility Inventory Change**. At the bottom of the page, check to see if there is a North American Industrial Classification System (NAICS) code saved. If there is, skip to Task 4. If the NAICS code field is blank, select **Add NAICS**. A NAICS code is used to identify the type of industry under which a particular facility falls.

Version 11.0 | Build ID: 24.0.0
Welcome Stephanie Whitney

IMPACT Home | Task - Facility Contact Change | Task - NTV Application (A0000044) | Task - Facility Inventory Change

Facility Selector | SCS Dashboard

Facility Detail

- CEM/COM/CMS Limits
- CEM/COM/CMS Monitors
- Control Equipment
- Emission Units
- Release Points
- Rules & Regs

Task - Facility Inventory Change >

Facility Detail

Facility ID: F006336 Facility Name: BA Test County: Maricopa Version Start Date: 10/2/2019
Facility Type: Chrome Anodizing Company Name: Maricopa County Air Quality Department Version End Date: Current

(Expand Facility Tree)

2006336

Facility Information

Facility ID: F006336
Facility Name: BA Test
Facility Description: Portal testing

Facility Class: Minor
Facility Type: Chrome Anodizing

Associated Monitor
Group ID:
Operating Status: Operating AFS:

Annual Administrative Fee

Facility does not have an active permit or has multiple active permits

Next Annual Administrative Fee
Assessment Date:
Fee Table:
Source Category:
General Permit Type:

Location

ID	Physical Address	City	County	Lat/Long	Parcel Number	PLSS	Effective Date	Move Out Date
20042	2025 N Central Ave	Phoenix	Maricopa	33.47020/-112.07374		S32-T2N-R3E	10/2/2019	

Printable view Export to excel

NAICS

NAICS

Add NAICS Printable view Export to excel

Edit Validate Submit Download/Print Detail Print Facility Tree
Create Emissions Unit Create Control Equipment Create Release Point

IMPACT Home | Task - Facility Contact Change | Task - NTV Application (A0000044) | Task - Facility Inventory Change | Facility Selector | SCS Dashboard

A pop up will appear with a drop-down menu. Click the arrow and find the description that best fits your facility. Then click **Save**.

Tip: You may want to use a search engine to find the best NAICS code for you.

NAICS Detail

NAICS: 811121 Automotive Body, Paint, and Interior Repair and Maintenance

Save Close

Task 4: Complete the Application and Upload Attachments

Step 1

Navigate back to the application by clicking the **NTV Application** tab. Near the bottom of the screen, click **Edit**.

Welcome stephanie.whitney

IMPACT Home Task - Facility Contact Change **Task - NTV Application (A0001226)** Task - Facility Inventory Change

Application Detail

Task - NTV Application (A0001226) >

Application Detail

Facility ID: F038070 Facility Name: Sample Facility NTV Application Number: A0001226 Request type: NTV Application Submitted: No

NTV Application

Purpose of Application
Please summarize the reason this permit is being applied for.

Type of Application :

Trade Secret Information
☐ Yes ☒ No One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
Newly created contacts and application contact changes will be saved when the application is saved.

Modeling Section
Is a modeling analysis part of this application? :

Attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>				

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.
[Attachment type explanation](#)

Edit

Step 2

Enter a brief description under **Purpose of Application**. For **Type of Application**, select **New permit**. The application fee will automatically generate. Click **Load Contact From Facility Contacts**.

Application Detail

Facility ID: F006336 Facility Name: BA Test NTV Application Number: A0000044 Request type: NTV Application Submitted: No

NTV Application

Purpose of Application
Please summarize the reason this permit is being applied for.
New permit application

* Type of Application : New permit
Application Fee : \$200.00
Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

Trade Secret Information
☐ Yes ☒ No One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
Newly created contacts and application contact changes will be saved when the application is saved.
Load Contact From Facility Contacts

Modeling Section
Is a modeling analysis part of this application? :

Attachments
*There are 2 required attachments

Step 3

In the new pop-up window, select a facility contact. Click the circle next to the name of the person who is to be the point of contact for this permit application. Then click **Use Selected Contact**. If you do not see the name/contact info of the person you wish to select, click **New Facility Contact** and follow the directions from the Facility Contact Updates training document:

maricopa.gov/DocumentCenter/View/56271.

Select Facility Contact

Select	Contact Type	Contact Person	Contact's Company Name	Phone Number	Email	Start Date	End Date
<input type="radio"/>	Billing Contact	Whitney, Stephanie	Maricopa County Air Quality Department	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/20/2019	
<input type="radio"/>	Permitting Contact	Whitney, Stephanie	Maricopa County Air Quality Department	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Can't find the contact you were looking for? Click New Facility Contact below to create a new contact associated with this facility.

Step 4

Under **Modeling Section**, select **Yes** or **No** for the question “Is a modeling analysis part of this application?”

For most sources, including all sources eligible for a general permit/ATO, modeling is not required. If you are unsure what to select, contact MCAQD at 602-506-7833.

Application Detail

Facility ID: F006336
Facility Name: BA Test

NTV Application Number: A0000044
Request type: NTV Application

Submitted: No

NTV Application
COT001

Purpose of Application

Please summarize the reason this permit is being applied for.
New permit application

Type of Application: New permit
Application Fee: \$200.00
Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

Trade Secret Information

☐ Yes ☒ No- One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact

Newly created contacts and application contact changes will be saved when the application is saved.
ID: CNT008881
First Name: Stephanie
Last Name: Whitney
Address: 3800 N Central Ave
City/Township: Phoenix
State: Arizona
Zip Code: 85012
International Number: ☐
Phone Number: (602)506-6014
Email: Stephanie.Whitney@maricopa.gov
Secondary Email:
Company Title:
Contact's Company Name: Maricopa County Air Quality Department

Modeling Section

Is a modeling analysis part of this application?: No

Attachments

*There are 2 required attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
<input type="button" value="Upload"/>	Process Flow Diagram		None Provided	N/A
<input type="button" value="Upload"/>	Site Plot Plan		None Provided	N/A

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.
Attachment type explanation

IMPACT Home | Task - Facility Contact Change | Task - Facility Inventory Change | Task - NTV Application (A0000044) | Facility Selector | SCS Dashboard

Step 5

You need to electronically attach three documents: the main application, a process flow diagram, and a site plot plan.

The main application is available on MCAQD's website at Maricopa.gov/1818. This document will contain the majority of the information about the facility and equipment. If additional information is required by MCAQD, a permit engineer will contact you during the permit writing process.

The process flow diagram should indicate how processes/activities are conducted at the facility. Begin with raw materials and show each step in the production process. Indicate emissions control devices and all emission points.

The site plot plan is an aerial view of your facility. Be sure to include distances to property lines, equipment, controls, ducts, stacks, and emission points. Also show storage areas for fuels, raw materials, chemicals, finished products, waste materials, etc.

To upload the main application, click **Add** near the bottom of the screen. To attach the Process Flow Diagram or Site Plot Plan, select **Upload** next to the type of attachment.

If you have additional documents to upload that support the application (SDS, equipment specifications, etc.), add those using the **Add** button.

Version 11.0 | Build ID: 24.8.0
Welcome Stephanie Whitney

IMPACT Home
Task - Facility Contact Change
Task - Facility Inventory Change
Task - NTV Application (A0000044)

Application Detail
Task - NTV Application (A0000044) >
Application Detail

Facility ID: F006336
Facility Name: BA Test
NTV Application Number: A0000044
Request type: NTV Application
Submitted: No

NTV Application
COT001

Purpose of Application
Please summarize the reason this permit is being applied for.
New permit application

Type of Application: New permit
Application Fee: \$200.00
Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

Trade Secret Information
☐ Yes ☒ No
One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
Newly created contacts and application contact changes will be saved when the application is saved.

ID: CNT00881
State: Arizona
First Name: Stephanie
Zip Code: 85012
Last Name: Whitney
International Number:
Address: 3800 N Central Ave
Phone Number: (602)506-6014
City/Township: Phoenix
Email: Stephanie.Whitney@maricopa.gov

Secondary Email:
Company Title:
Contact's Company Name: Maricopa County Air Quality Department

Load Contact From Facility Contacts
Reset Contact

Modeling Section
Is a modeling analysis part of this application?: No

Attachments
There are 2 required attachments

Status	ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
		Process Flow Diagram		None Provided	N/A
		Site Plot Plan		None Provided	N/A

To Delete the attachment, or to Edit attachment description, click in the Attachment ID cell.
Add
Printable view
Export to excel

Attachment type explanation

Save
Cancel

IMPACT Home
Task - Facility Contact Change
Task - Facility Inventory Change
Task - NTV Application (A0000044)
Facility Selector
SCS Dashboard

For any type of attachment, a pop-up will appear. Select the **Attachment Type** from the dropdown if it is not already selected. Enter the **Description** and select **Choose File** to upload your document. Then click **Apply**.

Do not attach any facility claimed confidential attachments

Attachment Type :

* Description :

Public File to Upload : No file chosen

Once all attachments are uploaded, click **Save** to save the changes made so far.

Version 11.0 | Build ID: 24.0.0
Welcome Stephanie Whitney

IMPACT Home | Task - Facility Contact Change | Task - NTV Application (A0000044) | Task - Facility Inventory Change | Facility Selector | SCS Dashboard

Application Detail
Task - NTV Application (A0000044) >

Application Detail

Facility ID: F006336 NTV Application Number: A0000044 Submitted: No
Facility Name: BA Test Request type: NTV Application

NTV Application

▼ Purpose of Application
Please summarize the reason this permit is being applied for.
New permit application

Type of Application:
Application Fee: \$200.00
Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

▼ Trade Secret Information
☐ Yes ☒ No: One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

▼ Permit Application Contact
Newly created contacts and application contact changes will be saved when the application is saved.

ID: CNT008881 State: Arizona Secondary Email:
First Name: Stephanie Zip Code: 85012 Company Title:
Last Name: Whitney International Number: Contact's Company Name: Maricopa County Air Quality Department
Address: 3800 N Central Ave Phone Number: (602)506-6014
City/Township: Phoenix Email: Stephanie.Whitney@maricopa.gov

▼ Modeling Section
Is a modeling analysis part of this application?:

▼ Attachments
There are 2 required attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
✓ 23	Process Flow Diagram	flow diagram	None Provided	N/A
✓ 24	Site Plot Plan	site plan	None Provided	N/A

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.
Attachment type explanation

IMPACT Home | Task - Facility Contact Change | Task - NTV Application (A0000044) | Task - Facility Inventory Change | Facility Selector | SCS Dashboard

Step 6

If there is any equipment listed on the left hand side (left screenshot below), click the button at the bottom **Select EUs**. If there is not (right screenshot), proceed to Task 5.

Version 11.0 | Build ID: 24.0.0
Welcome Stephanie Whitney

IMPACT Home | Task - Facility Contact Change | Task - NTV Application (A0000044) >

Application Detail

Facility ID: F006336 NTV Application Number: A0000044
Facility Name: BA Test Request type: NTV Application

NTV Application

▼ Purpose of Application
Please summarize the reason this permit is being applied for.
New permit application

Type of Application:

Version 11.0 | Build ID: 25.0.0
Welcome stephanie.whitney

IMPACT Home | Task - Facility Contact Change | Task - NTV Application (A0001226) >

Application Detail

Facility ID: F038070 NTV Application Number: A0001226
Facility Name: Sample Facility Request type: NTV Application

NTV Application

▼ Purpose of Application
Please summarize the reason this permit is being applied for.
New application

Type of Application:

Step 7

On the next screen, use the arrows to move all EUs to the **Excluded EU** list. Click **Save** when you are finished. Navigate back to the application by clicking **NTV Application** on the left.

Facility ID: F000050 NTV Application Number: A0001223 Submitted: No
 Facility Name: Falcon Field Fire Substation Request type: NTV Application

NTV Application
 BOL001
 TNK001
 TNK002

Emissions Units

Excluded EUs
 BOL001
 TNK001
 TNK002

Included EUs

> Move
 >> Move All
 << Remove
 < Remove All

Any data that you have entered in this application for an included unit will be deleted if you exclude the unit.

Copy data from EU:

Save **Done**

Task 5: Validate, Submit, and Pay

Step 1

To check to see if all required information has been completed, click **Validate**.

Version 11.0.1 Build ID: 24.8.0
 Welcome Stephanie Whitney

IMPACT Home Task - Facility Contact Change Task - NTV Application (A0000044) Task - Facility Inventory Change Facility Selector SCS Dashboard

Application Detail
 Task - NTV Application (A0000044) >

Application Detail

Facility ID: F006336 NTV Application Number: A0000044 Submitted: No
 Facility Name: BA Test Request type: NTV Application

NTV Application
 COT001

Purpose of Application
 Please summarize the reason this permit is being applied for.
 New permit application

Type of Application : New permit
 Application Fee : \$200.00
 Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

Trade Secret Information
☐ Yes ☒ No: One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
 Newly created contacts and application contact changes will be saved when the application is saved.

ID : CNT008881 State : Arizona Secondary Email :
 First Name : Stephanie Zip Code : 85012 Company Title :
 Last Name : Whitney International Number : ☐ Contact's Company Name : Maricopa County Air Quality Department
 Address : 3800 N Central Ave Phone Number : (602)506-5014
 City/Township : Phoenix Email : Stephanie.Whitney@maricopa.gov

Modeling Section
 Is a modeling analysis part of this application? : No

Attachments
 *There are 2 required attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
23	Process Flow Diagram	flow diagram	None Provided	N/A
24	Site Plot Plan	site plan	None Provided	N/A

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.
 Attachment type explanation

Edit **Select EUs** **Validate** **Download/Print** **Download/Print Trade Secret Version**

IMPACT Home | Task - Facility Contact Change | Task - NTV Application (A0000044) | Task - Facility Inventory Change | Facility Selector | SCS Dashboard

Step 2

A pop-up window will appear with a warning stating that at least one EU must be included in the application. This warning can be disregarded.

If other errors are found, the pop-up window will also specify those issues. Clicking on the underlined error message will take you to the page where the issue can be resolved.

Severity	EU ID	Message
ERROR		<u>The reason for which a permit is being applied is missing</u>
WARNING		<u>At least one EU must be included in the application</u>

Printable view Export to excel

Close

Step 3

Once you have resolved all errors, click **Validate** again. Once all errors have been resolved, the top of the screen will state that the validation was successful. A submit button will also appear at the bottom of the screen. If there are additional changes you wish to make, go back and enter these at this time. If you are ready to submit the application, click **Submit**.

Version 11.01 Build ID: 24.8.0
Welcome Stephanie Whitney

IMPACT Home Task - Facility Contact Change Task - NTV Application (A0000044) Task - Facility Inventory Change Facility Selector SCS Dashboard

Application Detail

Task - NTV Application (A0000044) >

Information
Validation Successful

Application Detail

Facility ID: F006336 Facility Name: BA Test NTV Application Number: A0000044 Submitted: No
Request type: NTV Application

NTV Application

▼ Purpose of Application
Please summarize the reason this permit is being applied for.
New permit application

Type of Application : New permit
Application Fee : \$200.00
Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

▼ Trade Secret Information
☐ Yes ☒ No One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

▼ Permit Application Contact
Newly created contacts and application contact changes will be saved when the application is saved.

ID : CNT008881 State : Arizona Secondary Email :
First Name : Stephanie Zip Code : 85012 Company Title :
Last Name : Whitney International Number : ☐ Contact's Company Name : Maricopa County Air Quality Department
Address : 3800 N Central Ave Phone Number : (602)505-6014
City/Township : Phoenix Email : Stephanie.Whitney@maricopa.gov

▼ Modeling Section
Is a modeling analysis part of this application? : No

▼ Attachments
*There are 2 required attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
✓ 23	Process Flow Diagram	flow diagram	None Provided	N/A
✓ 24	Site Plot Plan	site plan	None Provided	N/A

Add Printable view Export to excel

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.
Attachment type explanation

Edit Select EUs Validate **Submit**

Download/Print Download/Print Trade Secret Version

IMPACT Home | Task - Facility Contact Change | Task - NTV Application (A0000044) | Task - Facility Inventory Change | Facility Selector | SCS Dashboard

Step 4

A series of pop-up windows will appear to confirm your submission and ask you to re-enter your password and answer one security question.

Confirmation box 1

I am authorized by law to electronically sign and attest to the accuracy of this submission.

Confirmation box 2

Are you sure you want to Submit the changes?

I state that I have knowledge of the facts herein set forth and that the same are true and correct to the best of my knowledge and belief.

I further certify that the emission rates listed on this application reflect the anticipated emissions due to the operation of this facility.

The facility will operate in compliance with all Maricopa County Air Quality Standards and Regulations.

I also acknowledge that per Maricopa County Pollution Control Regulations Rule 280, Section 302.1, fees will be assessed on an hourly basis for the time incurred in processing the application and failure to pay fees could result in Maricopa County refusing to permit my project under air quality regulations.

I also acknowledge that fees will begin accruing immediately after submittal.

Renewal of an existing permit does not incur a fee.

Confirmation box 3

Submission may take several minutes depending on the amount of data being processed.

Username: Stephanie.Whitney

*** Password:**

Security Question: What

*** Answer:**

Confirmation box 4

Submit task completed successfully. You will be now redirected to <https://paydirect.ca.link2gov.com/MCAQPaymentPortal> for paying the application fee. After successful payment, you will be redirected back to IMPACT. If you do not make the payment, AQD will not process this application until the application fee is paid in full.

Please note, confirmation Box 4 indicates that you will be redirected to another page to make a payment.

Step 5

After submitting the application, you will be redirected to the FIS Payment page. Enter the requested information to pay the application fee. Be sure to double-check your entries, then click **Continue**.

MARICOPA COUNTYAZ **FIS** Biller Solutions

Air Quality Department

Payment Entry

Payment Method:

Card Information

Card Number:

Expiration Date:

Card Identification Code:

Billing Information

Name:

Address:

City:

State:

Zip:

Phone:

Email:

Re-enter Email:

A confirmation page will appear. Verify your information and click **Process Payment**.

MARICOPA COUNTYAZ **FIS** Biller Solutions

Air Quality Department

Payment Review

Invoice ID: IV000794

Facility Name: BA Test

Company Name: Maricopa County Air Quality Department

Charge Type	Charge Description	Payment Amount
PAF	Application Fee for A0000044	\$200.00
Payment Amount:		\$200.00

Card Information

Card Number: *1111

Expiration Date: 12/20

Payment Type:

Billing Information

Name: Fake name

Country: US

Address: 1001 N. Central Ave

City: Phoenix

State: AZ

Zip: 85004

Phone: (602) 506-5102

Email: stephanie.whitney@maricopa.gov

You will be redirected back to the **IMPACT Home** page. A message will show at the top confirming that your payment was successful.

Version 11.0 | Build ID: 24.8.0
Welcome Stephanie Whitney

[Tasks](#) | [Current Facility Inventory](#) | [Current Owner](#) | [Contacts](#) | [Applications](#) | [Emissions Inventories](#) | [Permits](#) | [Stack Tests](#) | [Compliance Reports](#) | [Inspection Reports](#) | [External F](#)

[IMPACT Home](#) >

Information
Your payment of \$200.00 is successful. The transaction id is 4006503757. A confirmation email has been sent to stephanie.whitney@maricopa.gov.

IMPACT Home

Facility Information		
Facility ID:	F006336	Facility Name: BA Test
Facility Type:	Chrome Anodizing	Company Name: Maricopa County Air Quality Department
Physical Address:	2025 N Central Ave	City: Phoenix
Lat/Long:	33.47020/-112.07374	PLSS: S32-T2N-R3E
		County: Maricopa

You will also receive an email to confirm your payment.

Reply Reply All Forward IM

donotreply@figov.com Stephanie Whitney (AQD) 10:57 AM

Maricopa County- Air Quality- Licenses Fees- Payment Confirmation

If there are problems with how this message is displayed, click here to view it in a web browser.

SAMPLE EMAIL CONFIRMATION

This e-mail will server as confirmation that your payment was received.

The transaction information is listed below:

Transaction ID: 4006503757
Date and Time: 11/05/2019 10:56:26 AM
Payment Method: VI
Account Last 4: 1111
Participant Name: IV000794

Payment Details

Charge Type	Charge Description	Payment Amount
PAF	Application Fee for A0000044	\$200.00
		Payment Amount: \$200.00

PLEASE KEEP THIS FOR YOUR RECORDS

Alternatively, applications can be paid by check or cash. Payments can be mailed to or dropped off in person at:

3800 N. Central Ave. Suite 1400
Phoenix, AZ 85012

Or:

501 N. 44th Street. Suite 200
Phoenix, AZ 85008

Please make checks payable to Maricopa County Air Quality Department or MCAQD. Your application will not be processed until payment has been received.

Step 6

To view your applications, click **Applications** at the top of the page.

Version 11.0 | Build ID: 24.8.0
Welcome Stephanie Whitney

[Tasks](#) | [Current Facility Inventory](#) | [Current Owner](#) | [Contacts](#) | **[Applications](#)** | [Emissions Inventories](#) | [Permits](#) | [Stack Tests](#) | [Compliance Reports](#) | [Inspection Reports](#) | [External F](#)

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Information
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IMPACT Home

Facility Information

Facility ID: F006336	Facility Name: BA Test	County: Maricopa
Facility Type: Chrome Anodizing	Company Name: Maricopa County Air Quality Department	
Physical Address: 2025 N Central Ave	City: Phoenix	
Lat/Long: 33.47020/-112.07374	PLSS: S32-T2N-R3E	

In Progress Tasks

Select	Task Type	Task Description	Dependent on Task	Created Date	User Name
Delete selected task(s) Printable view Export to excel					

New Tasks
Select from the lists below to create a new task

Facility Management

- [Make a change to the Facility Inventory](#)
- [Make a change to the Facility Inventory - clone another facility](#)
- [Make a change to the Facility Contact\(s\)](#)

Permitting

- [Create a NTV / ATO Permit Application](#)
- [Create a Title V Permit Application](#)

Emissions Reporting

- [Create an Emissions Inventory](#)

Compliance Reporting

- [Create a Compliance Report](#)

[IMPACT Home](#) | [Facility Selector](#) | [SCS Dashboard](#)

You will be taken to a page that will show your application submittal history.

If additional information is needed by MCAQD, a permit engineer will contact the application contact.

Version 11.0 | Build ID: 24.8.0
Welcome Stephanie Whitney

[Tasks](#) | [Current Facility Inventory](#) | [Current Owner](#) | [Contacts](#) | **[Applications](#)** | [Emissions Inventories](#) | [Permits](#) | [Stack Tests](#) | [Compliance Reports](#) | [Inspection Reports](#) | [External F](#)

[IMPACT Home](#) >

Applications

Facility ID: F006336 Facility Name: BA Test County: Maricopa Version Start Date: 11/5/2019

Facility Type: Chrome Anodizing Company Name: Maricopa County Air Quality Department Version End Date: Current

Request Number	Request Type	ATO Type	Received Date	Previous Application Number	Permit Number(s)
A0000044	NTV Application		11/5/2019	N/A	P0006183

[Printable view](#) [Export to excel](#)

[IMPACT Home](#) | [Facility Selector](#) | [SCS Dashboard](#)